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MEMORANDUM FOR: Deputy Director for Intelligence
Deputy Director for Management and Services
Deputy Director for Operations
Deputy Director for Science and Technology
Deputy to the DCI for the
Intelligence Community
General Counsel
Legislative Counsel
Inspector General
Director of National Estimates
Executive Secretary

SUBJECT : Annual Personnel Plan

1. Each operating component of the Agency was directed to submit their Annual Personnel Plans (APP) to their Directorate by 1 September 1973. It is essential that the declarations made by operating components in the APP are monitored so that accomplishments may be noted and the personnel objectives of the Agency may be met. It is also desirable that the contents of the individual plans be consolidated and that the Management Committee be briefed on the totality of the personnel goals contained in individual APP's.

2. The Director of Personnel is charged with the responsibility of working with the Directorates and assisting them in their accomplishment of the stated goals. I am also charged with the Director of Personnel with the responsibility of compiling a total Agency Annual Personnel Plan for presentation to the Management Committee. The Directorates, as well as the Executive Secretary on behalf of the Independent Offices, will submit to the Director of Personnel by 1 October a copy of the Annual Personnel Plans for all components.

/s/ W. E. Colby

W. E. Colby
Director

cc: AD/SCI
Distribution:

/s/ John F. Blake

20 SEP 1973

Orig - DDI 2 - DD/HMS ORIGINATOR: Director of Personnel
Xerox - Ea other adse 1 - D/Pers Subject

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1 - DDCI

ADMINISTRATIVE - INTERNAL USE

1 - OP/CHO

1 - EP

1 - DIR/Pers-SEC